

CITY OF БЕLOIT APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER



RETURN COMPLETED APPLICATIONS TO:

Personnel Division
City of Beloit
100 State Street
Beloit, WI 53511
Phone (608) 364-6610
FAX (608) 364-6756
TDD (608) 365-3323

Instructions:

1. Complete application in ink or use a typewriter.
2. Answer all questions.
3. Date and sign this application on last page.
4. Applications will be kept in an active file for six months.
5. Incomplete applications MAY NOT BE CONSIDERED.

If you are a qualified applicant with a disability and require an accommodation during any phase of the application process, please notify Personnel at least 48 hours in advance so that we may review and consider the request.

The City of Beloit is an Equal Opportunity Employer and fully subscribes to the principles of Fair Employment Practices. It is the policy of the City to provide employment, compensation and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, sexual orientation, age, sex, veteran status or disability, or any other basis prohibited by Federal or State law. As an Equal Opportunity Employer, the City intends to comply fully with all Federal and State laws and the information requested on this application will not be used for any purpose prohibited by law.

POSITION APPLYING FOR:

DATE:

NAME:

SOCIAL SECURITY NUMBER:

— —

ADDRESS:

(Street)

(Apt. #)

HOME PHONE:

(City)

(State)

(Zip)

WORK/HOME PHONE:

Do you currently possess a valid Driver's License? ☐ Yes ☐ No

ARE YOU INTERESTED IN:

License #: _____ State: _____

Full time _____

Part time _____

Do you currently possess a valid Commercial Driver's License or Permit? (CDL)

☐ YES

☐ NO

Either _____

Are you legally eligible for employment in the United States?

☐ YES

☐ NO

List any other names by which you have been known on official records.

List any relatives working for us:

May we contact your present employer regarding your qualifications?

Have you worked for us before? ☐ Yes ☐ No If yes, when? _____

Department _____

Supervisor _____

CONVICTION RECORD

Have you ever been convicted of a crime? ☐ Yes ☐ No Include all felonies and misdemeanors. Exclude minor traffic offenses and convictions prior to your 18th birthday. Conviction is not an automatic bar to employment. Each case is considered on its individual circumstances. I understand that a subsequent discovery by the City of false information may be considered grounds for termination.

Date	Location	Charge	Court	Disposition of Case

EDUCATION & TRAINING

Did you graduate from high school?

☐ Yes ☐ No

If no, have you passed a high school equivalency or G.E.D. test?

☐ Yes ☐ No

Name and City of high school:

Date test was passed: Month ____ Year ____

Training beyond high school (college or university, business college, military or other training you have received).

Indicate credits earned or completed.

Name and Location	Full or Part time	Dates Attended From(Mo/Yr) To(Mo/Yr)	Credits Earned	Major Fields of Study/ Degree and Dates

Employment Record

From (month & year)	Title of PRESENT/MOST RECENT position:	
To (month & year)	Address:	
(please check one) Full time ____ Part time ____ Temporary ____	Name and title of supervisor:	
	Phone Number	
Highest Salary Earned: \$ _____	Reason for leaving or considering change: _____ _____ _____	PRIMARY DUTIES: _____ _____ _____

Employment Record (continued)

From (month & year)	Job title or occupation:	
To (month & year)	Address:	
(please check one) Full time ____ Part time ____ Temporary ____	Name and title of supervisor:	
	Phone Number	
Highest Salary Earned: \$ _____	Reason for leaving or considering change: _____ _____ _____	PRIMARY DUTIES: _____ _____ _____

From (month & year)	Job title or occupation:	
To (month & year)	Address:	
(please check one) Full time ____ Part time ____ Temporary ____	Name and title of supervisor:	
	Phone Number	
Highest Salary Earned: \$ _____	Reason for leaving or considering change: _____ _____ _____	PRIMARY DUTIES: _____ _____ _____

From (month & year)	Job title or occupation:	
To (month & year)	Address:	
(please check one) Full time ____ Part time ____ Temporary ____	Name and title of supervisor:	
	Phone Number	
Highest Salary Earned: \$ _____	Reason for leaving or considering change: _____ _____ _____	PRIMARY DUTIES: _____ _____ _____

REFERENCES

Examples include additional supervisors not listed previously or volunteer coordinators/lead workers knowledgeable of your work performance. Do not include individuals listed under employment record. Do not include personal friends or relatives.

Reference name and address
Relationship to reference
Reference's Phone Number

Reference name and address
Relationship to reference
Reference's Phone Number

Use this space for any additional information or comments regarding your qualifications for employment such as professional activities or affiliations:

Please Read Carefully **Applicant's Certification and Agreement**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application or given to the employer through the application process may be considered sufficient cause for dismissal. I am aware that a thorough investigation of my entire background is to be conducted. I hereby authorize and request the release of any and all information concerning me (including a transcript of any academic record) to the City of Beloit or its agent upon presentation of this or copy hereof. I understand that the background check might be done either before or after an employment decision is reached and in fact could conceivably be done on multiple occasions during employment.

Some positions require a physical examination following an offer of employment. A record of the examination is placed in a separate, confidential medical file. I authorize any medical provider to supply this information to the City of Beloit.

In addition, I authorize all employers and other parties, whether named in my application or not, to provide information relative to my employment as requested by the City of Beloit.

I hereby release from liability and hold harmless the City of Beloit and all persons and corporations supplying this information to the City of Beloit and/or its agents. A photocopy of this authorization is as effective as the original.

Signature of Applicant: _____ **Date:** _____

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with the City of Beloit will be based on your merit and on no other consideration.

CITY OF BELOIT
Personnel Department
Supplementary Application Information
(Optional)

The following information will be used for research and reporting purposes for the City of Beloit. We ask that you carefully complete the following information. This form is not a part of your application.

PLEASE PRINT OR TYPE

Date _____

1. Name _____ Birthdate _____
 (Last) (First) (Middle)

2. Social Security Number _____ Sex ____ M ____ F

3. Job(s) applied for _____

4. Race/Ethnic identification – Please check one

- ____ a. WHITE (Not of Hispanic origin). Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- ____ b. BLACK (Not of Hispanic origin). Persons having origins in any of the Black racial groups of Africa.
- ____ c. HISPANIC. All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- ____ d. ASIAN OR PACIFIC ISLANDERS. Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands.
- ____ e. AMERICAN INDIAN OR ALASKAN NATIVE. Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

How did you learn of this opening:

City of Beloit Website ____ Beloit Daily News ____ Shopper ____ Chronicle ____

Janesville Gazette ____ Trade Publication ____ WI JobNet ____ Walk-In ____

Rockford Register Star ____ Madison Times ____ Referral ____ Other ____

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